

# STATE OF ALASKA

GOVERNOR

## DEPARTMENT OF HEALTH AND SOCIAL SERVICES

### OFFICE OF CHILDREN'S SERVICES

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<http://hss.state.ak.us/ocs/nutri/WIC/Default.htm>

Reply to: **All Local Agencies Memorandum No. 04-9**

Date: December 13, 2004

TO: X-LA WIC Coordinators  
X-Satellites

FROM: Kathleen Wayne  
State WIC Director

Information- X

Policy- X

Action-

Routine (hard copy only) - X

Urgent (fax and hard copy)-

SUBJECT: Withholding Grantee Reimbursement Payment for Late or Delinquent Submission of Reports

This memorandum serves as a reminder to Local WIC Agencies that the State agency reserves the right to withhold reimbursement payment for frequently late or chronic non-submission of required reports. These reports include, but are not limited to:

Time Studies

Quarterly Reports

Monthly Expense Reports

On-Site Program Evaluation

Inventory

Monthly Back-up Disks

Redeemed Void Warrant and Dual Participation Investigation

If you have questions or concerns about this policy, please contact me at (907) 465-8636.

Attachment: WIC Local Agency Reporting Schedule

cc: Juneau and Anchorage Reading Files

**WIC LOCAL AGENCY REPORTING SCHEDULE**

Month	Date Due	Date Sent	Title of Report
January	20 <sup>th</sup>		WIC Program Expenditure Report
	30 <sup>th</sup>		Time Study Summary Report
	31 <sup>st</sup>		WIC Quarterly Report
February	20 <sup>th</sup>		WIC Program Expenditure Report
	28 <sup>th</sup>		Time Study Summary Report
March	20 <sup>th</sup>		WIC Program Expenditure Report
	30 <sup>th</sup>		Time Study Summary Report
April	20 <sup>th</sup>		WIC Program Expenditure Report
	30 <sup>th</sup>		Time Study Summary Report
	30 <sup>th</sup>		Quarterly Report
May	20 <sup>th</sup>		WIC Program Expenditure Report
	30 <sup>th</sup>		Time Study Summary Report
June	20 <sup>th</sup>		WIC Program Expenditure Report
	30 <sup>th</sup>		Time Study Summary Report
July	20 <sup>th</sup>		WIC Program Expenditure Report
	30 <sup>th</sup>		Time Study Summary Report
	31 <sup>st</sup>		Quarterly Report
August	20 <sup>th</sup>		WIC Program Expenditure Report
	30 <sup>th</sup>		Time Study Summary Report
September	20 <sup>th</sup>		WIC Program Expenditure Report
	20 <sup>th</sup>		Property Inventory Report
	30 <sup>th</sup>		Time Study Summary Report
October	20 <sup>th</sup>		WIC Program Expenditure Report
	30 <sup>th</sup>		Time Study Summary Report
	31 <sup>st</sup>		Quarterly Report
November	15 <sup>th</sup>		Local Agency Review and Self Assessment
	20 <sup>th</sup>		WIC Program Expenditure Report
	30 <sup>th</sup>		Time Study Summary Report
December	20 <sup>th</sup>		WIC Program Expenditure Report
	30 <sup>th</sup>		Time Study Summary Report